# 3.0 How to Create and Delete a LASS Submission

Before attempting to create a LASS submission, the user must create an Application Coordinator ID (Lender), an Independent User ID (Auditor), assign roles, and successfully access LASS. If the user has not completed all of these steps, please see Sections 1.1 Lender Registration, 1.2 Auditor Registration, 1.3 Role Code Definitions & Assigning Role Codes, and 1.4 Logging into LASS respectively.

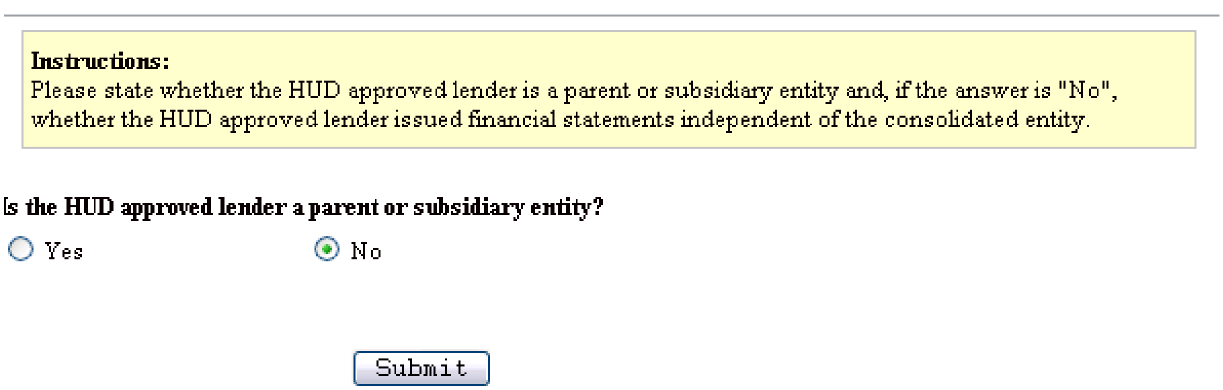
*Note: The only roles that may create a LASS submission are the Lender Submitter and the Auditor Data Entry roles. The IPA role **DOES NOT** have the appropriate access rights to create a submission.*

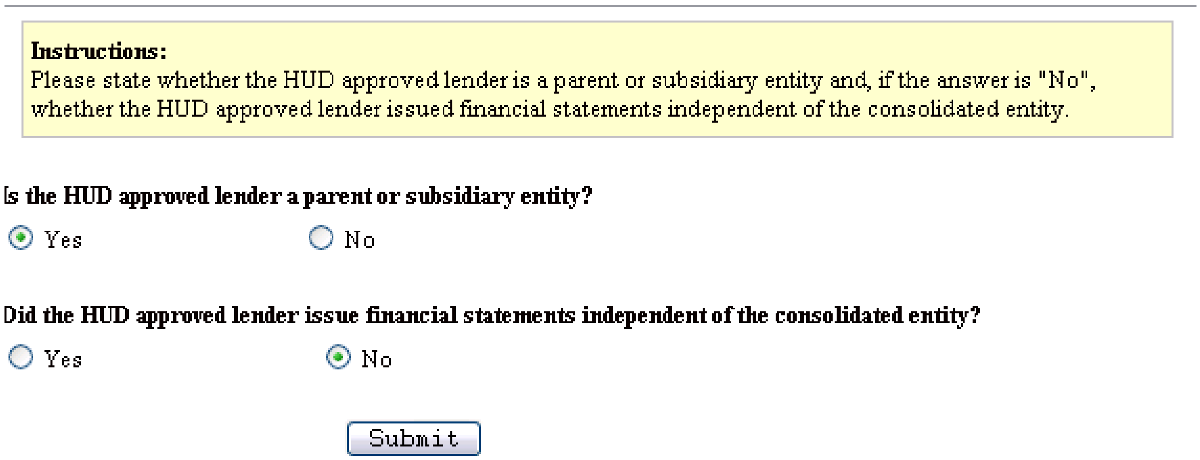
## 3.1 Creating a LASS Submission

**Step 1:** If the user is the Lender submitter, login to LASS through FHA Connection. If the user is the Auditor Data Entry, login to LASS through Secure Systems. (For instructions on logging into LASS, see Section 1.4 Logging into LASS)

**Step 2:** From the LASS inbox, click on the 'Create New Submission' link at the top of the page.

**Step 3:** Answer the question displayed as it pertains to the user (i.e. 'No' if the user is not part of a Parent or Subsidiary and 'Yes' if the user is part of a Parent or Subsidiary). If the user answers 'Yes' to the first question, the page will refresh and a second questions will appear. (See below)





**Instructions:**
Please state whether the HUD approved lender is a parent or subsidiary entity and, if the answer is "No", whether the HUD approved lender issued financial statements independent of the consolidated entity.

**Is the HUD approved lender a parent or subsidiary entity?**

Yes No

**Did the HUD approved lender issue financial statements independent of the consolidated entity?**

Yes No

Submit

*Note: HUD approved Title I & II Non-supervised lenders and Loan Correspondents with FYE on or after January 31, 2004 who are a parent or subsidiary entity and have issued consolidated financial statements, are required to electronically file their annual financial statements for recertification using the Lender Assessment Subsystem (LASS). Where the non-supervised lender or loan correspondent (lender) is a parent or subsidiary entity and the lender's financial statements are audited as part of consolidated financial statements, information on the lender's assets, liabilities and results of operation are included in the consolidating schedules within the footnotes of the consolidated financial statements. The information for the lender on those consolidating schedules, which do not include the cash flow statement, of the lender constitutes the financial information that needs to be submitted via LASS.*

Step 4: Answer the 2nd question appropriately (if applicable).

Step 5: Click the 'Submit' button

Step 6: The screen will now display the Lender Information page. The Lender Info page contains the lender's profile information. This information must be correct to ensure accurate processing of your submission. The user is required to verify the information on this page is correct.

- If all of the information is correct, click 'Agree' at the bottom of the page.

  *Note: If all of the information was correct, after clicking 'Agree' a submission has successfully be created. The user will be directed to the submission with the 'Balance Sheet' displayed.*

- If any of the information is incorrect, proceed to Step 7

Step 7: If the information is incorrect, click 'Disagree' and either access and correct your lender profile information via FHA Connection or Email HUD at lass@hud.gov or HSG-lender_approval@hud.gov to resolve the problem.

*Note: If you access your lender profile information via FHA Connection ensure the lender information that was incomplete/incorrect is now updated. If you cannot change the necessary information in FHA Connection, please email HUD at lass@hud.gov. If you need to have your Fiscal Year End, Tax ID, or Number of Branch Offices changed, please email HSG-lender_approval@hud.gov. When emailing*

*HUD, be sure to include your lender ID, phone number and any other pertinent information that HUD may need.*

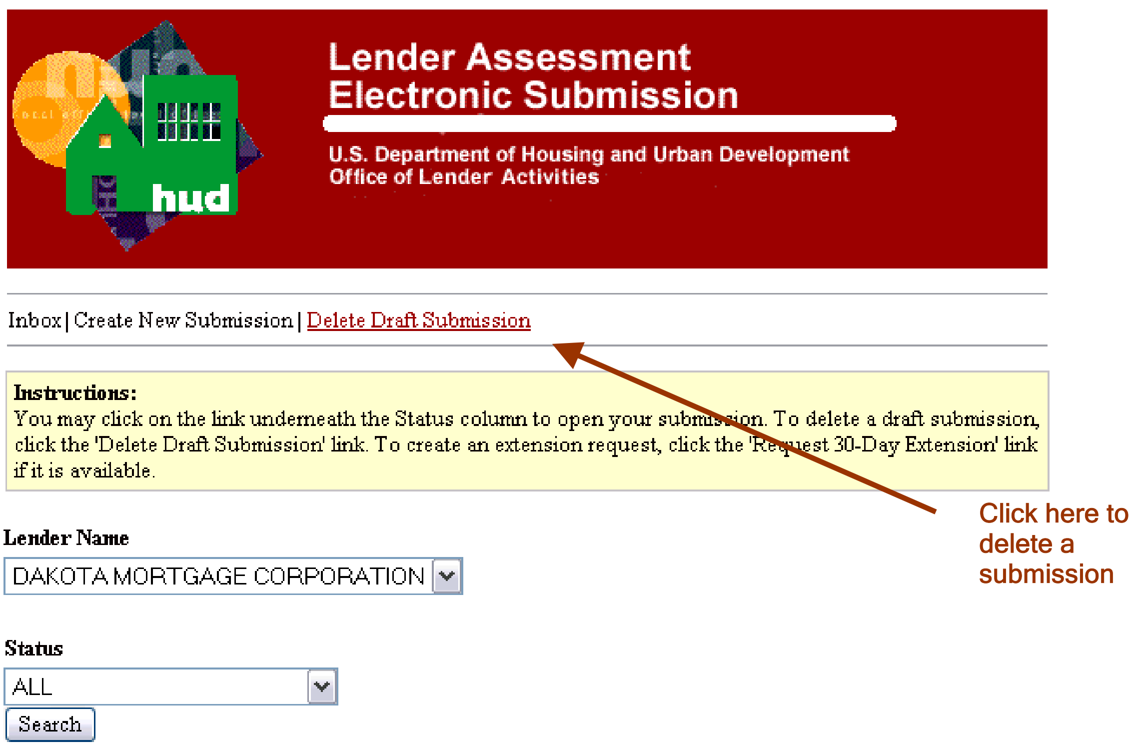
***Note:*** *Please wait 24 hours before logging back into the system after updating the Lender Info in FHA Connection to allow time for the updates to be processed.*

**Step 8:** Once the Lender Information has been updated, return to **Step 1** of this section repeat steps until the lender information is correct.

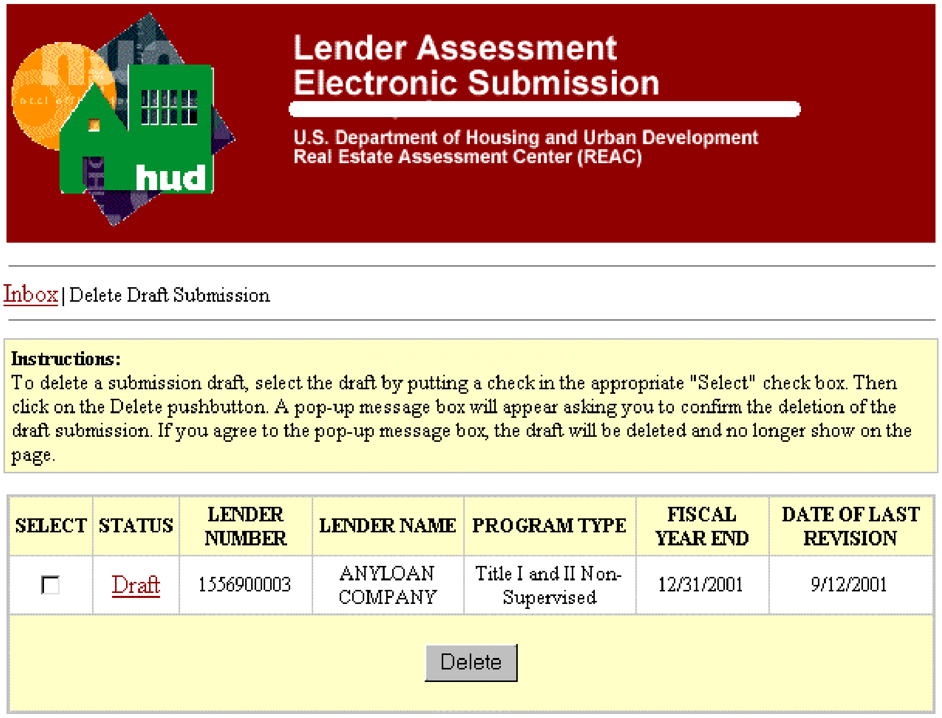
## 3.2 Deleting a LASS Submission

A submission may only be deleted if the submission is in 'Draft' status.

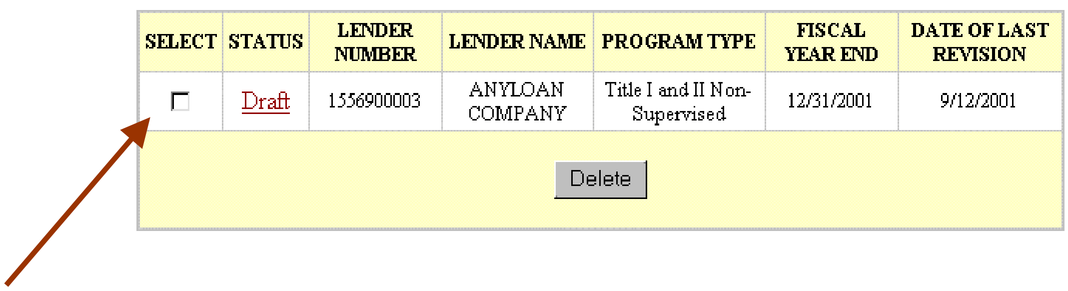
**Step 1:** Click on the 'Delete Submission' link at the top of the page of the inbox. See below:




**Step 2:** The Delete Draft Submission page appears with a checkbox next to the submission. See below:

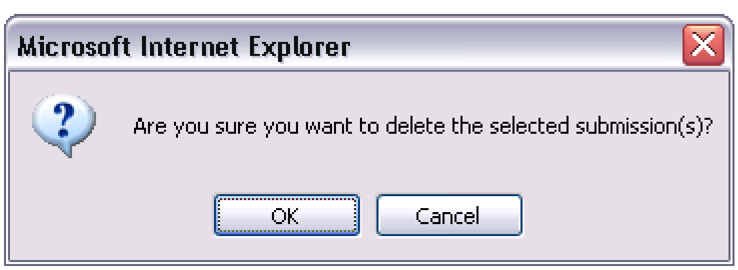



**Step 3:** Click in the checkbox next to the submission that should be deleted. See below:




Click in the checkbox to select this submission

**Step 4:** Click on the 'Delete' button at the bottom. A pop-up window will display with the following message:




**Step 5:** Click 'OK' in the pop-up box.

**Step 6:** The Delete Submission page will no longer display the submission after the page refreshes. See display below.

Inbox | Delete Draft Submission

**Instructions:**
To delete a submission draft, select the draft by putting a check in the appropriate "Select" check box. Then click on the Delete pushbutton. A pop-up message box will appear asking you to confirm the deletion of the draft submission. If you agree to the pop-up message box, the draft will be deleted and no longer show on the page.

| SELECT | STATUS | LENDER NUMBER | LENDER NAME | PROGRAM TYPE | FISCAL YEAR END | DATE OF LAST REVISION |
|---|---|---|---|---|---|---|
| | | | | | | |

Top of Page

**Step 7:** Click on the ‘Inbox’ link at the top of the page and create a new submission following **Steps 1 - 7** from section **3.1 Creating a LASS Submission.**